

DRAFT COPY

SUBJECT TO BD APPROVAL DRAFT COPY
SPRINGFIELD BOARD OF EDUCATION
NOVEMBER 21, 2016
REGULAR MEETING

The Springfield Board of Education is committed to providing high quality, efficient educational programs through which all students achieve the New Jersey Core Curriculum Contents Standards. Every effort is made to ensure that the district's certificated and support personnel are among the best in their fields. The staff and Board of Education are dedicated to maintaining excellence in the delivery of child-centered educational programs. Very simply stated, in Springfield...SCHOOLS ARE FOR KIDS!

A Regular Meeting of the Board of Education of the Township of Springfield in the County of Union, New Jersey, was held at the Jonathan Dayton High School Room 3, First Floor on Monday, November 21, 2016 at 7:45 P.M.

President's Statement: Pursuant to the New Jersey Open Public Meetings Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of the meeting to be given to the public and the press on January 4, 2016.

1. CALL TO ORDER

The meeting was called to order by Board President, Mr. Steven Wolcott

Present: Mrs. Robin Cornelison, Mr. Scott Donner, Mr. Hector Munoz
Mrs. Jacqueline Shanes, Mrs. Patricia Venezia, Mrs. Elissa Zylbershlag,
Mr. Steven Wolcott
Absent: Mr. Marc Miller & Mr. Scott Silverstein

Also Present:

Mr. Michael Davino, Superintendent
Mr. Matthew Clarke, Business Administrator/Board Secretary
Mrs. Erica Scudero, Director of Curriculum, Instruction & Assessment
Mrs. Ellyn Atherton, Director of Human Resources

2. PLEDGE OF ALLEGIANCE

3. COMMUNICATIONS

1. NJSBA

Regional Information Sessions for new and not so new board members on November 15th.

New Board member weekend orientation will be held in January and March.

Weekly program update from November 10th.

School Board Notes November 10th & 16th.

2. GSCS News & Notes from November 7th & 10th.

3. NSBA- National Connection Daily from November 7th – 14th.

4. MINUTES

Moved by Mrs. Cornelison, seconded by Mrs. Shanes, to approve the following minutes:

Regular Meeting	- November 7, 2016
Executive Meeting	- November 7, 2016

Yeas: Mrs. Robin Cornelison, Mr. Scott Donner, Mrs. Jacqueline Shanes,
Mrs. Patricia Venezia, Mrs. Elissa Zylbershlag, Mr. Steven Wolcott

Abstentions: Mr. Hector Munoz

MOTION CARRIED

5. SUPERINTENDENT'S REPORT

Moved by Mrs. Cornelison, seconded by Mr. Donner, to accept and approve the Superintendent's Report as presented -

1. The Local Source published a great article on the SSEP Mission 9.
2. 3 experiments have been chosen for Mission 11 and will now be reviewed for final judgement.
3. Dayton Boys Soccer team won the sectional champions for N2G1.
4. HIB Report (The Board will go into closed session at the end of the meeting if specific clarification is needed.)
5. Building Usage Request
6. Fund Raiser Request
7. Fieldtrip Request
8. Contracts PL2015, Chapter 47

Yeas: Unanimous by all Members present.

MOTION CARRIED

6. PUBLIC SESSION (8:03 PM)

The public did not have any questions or concerns/comments regarding items on the Agenda or the Superintendent's Report

7. NOVEMBER BILL LIST

Moved by Mr. Donner, seconded by Mrs. Zylbershlag, to approval of check numbers 038435 through 038621 and wire transfers 800145, 888220, 888221, 888222, 888223 and 999267 for a grand total of \$3,705,740.17

Yeas: Unanimous by all Members present.

MOTION CARRIED

8. TRANSFERS

Moved by Mr. Donner, seconded by Mrs. Zylbershlag, the approval of the transfer of funds from and to the following line item accounts as designated. (Attachment A)

Yeas: Unanimous by all Members present.

MOTION CARRIED

9. PERSONNEL APPOINTMENTS

Moved by Mrs. Cornelison, seconded by Mrs. Zylbershlag, at the recommendation of the Superintendent, approval of the appointment of personnel on the attachment. (Attachment B)

Yeas: Unanimous by all Members present.

MOTION CARRIED

10. PROFESSIONAL DEVELOPMENT

Moved by Mrs. Cornelison, seconded by Mrs. Zylbershlag, at the recommendation of the Superintendent, approval of the attached personnel travel for Professional Development. (Attachment C)

Yeas: Unanimous by all Members present.

MOTION CARRIED

11. SPECIAL EDUCATION PLACEMENTS

Moved by Mrs. Cornelison, seconded by Mrs. Zylbershlag, at the recommendation of the Superintendent, that the Board of Education approve Special Education request for Related Services/Placements on the attachment. (Attachment D)

Yeas: Unanimous by all Members present.

MOTION CARRIED

12. HIB REPORT

Moved by Mrs. Cornelison, seconded by Mrs. Zylbershlag, that the Board of Education affirms the HIB Report previously presented at the following Board meeting:

November 7, 2016.

Yeas: Unanimous by all Members present.

MOTION CARRIED

13. OVERNIGHT FIELD TRIP

Moved by Mrs. Cornelison, seconded by Mrs. Zylbershlag, at the recommendation of the Superintendent, approval of the following overnight field trip –

- Model UN – Washington, DC (February 16 – February 19, 2017)
- French Class – Quebec & Montreal, Canada (April 7 – April 10, 2017).

Yeas: Unanimous by all Members present.

MOTION CARRIED

14. UCESC NON PUBLIC SECURITY AID

Moved by Mrs. Cornelison, seconded by Mrs. Zylbershlag, approval authorizing the Springfield Board of Education to enter into an agreement with Union County Educational Services Commission for the Nonpublic School Security Services for the 2016-17 school year. (Attachment E)

Yeas: Unanimous by all Members present.

MOTION CARRIED

15. CERTIFICATE OF PAYMENT #3 HB COMMUNICATIONS

Moved by Mr. Munoz, seconded by Mrs. Cornelison, approval of the Certificate for Payment #3 in the amount of \$233,764.91 to HB Communications, Inc., North Haven, CT for project number P 305282. ("JDHSIMCTECH" - Attachment F)

Yeas: Unanimous by all Members present.

MOTION CARRIED

16. CERTIFICATE OF PAYMENT #2 AUDIO VISUAL ASSOCIATES

Moved by Mr. Munoz, seconded by Mrs. Cornelison, approval of the Certificate for Payment #2 in the amount of \$63,119.43 to Audio Visual Associates, Inc., Denville, NJ for project number SP 15.449B. ("JDHSIMCAV" - Attachment G1)

Yeas: Unanimous by all Members present.

MOTION CARRIED

17. CHANGE ORDER #1 AUDIO VISUAL ASSOCIATES

Moved by Mr. Munoz, seconded by Mrs. Cornelison, approval of Change Order #1 in the amount of \$19,812.00 to Audio Visual Associates, Inc., Denville, NJ for project number SP 15.449B. ("JDHSIMCAV" - Attachment G2)

Yeas: Unanimous by all Members present.

MOTION CARRIED

18. CHANGE ORDER #2 AUDIO VISUAL ASSOCIATES

Moved by Mr. Munoz, seconded by Mrs. Cornelison, of Change Order #2 in the amount of \$16,980.00 to Audio Visual Associates, Inc., Denville, NJ for project number SP 15.449B. ("JDHSIMCAV" - Attachment G3)

Yeas: Unanimous by all Members present.

MOTION CARRIED

19. CERTIFICATE OF PAYMENT #10 SALAZAR & ASSOCIATES

Moved by Mr. Munoz, seconded by Mrs. Cornelison,, approval of the Certificate for Payment #10 in the amount of \$61,315.00 to Salazar & Associates, Inc., Union, NJ for project number 2015.449. (JDHSIMC - Attachment H)

Yeas: Unanimous by all Members present.

MOTION CARRIED

20. 1ST READING POLICY #1100 & 1110

Moved by Mrs. Shanes, seconded by Mr. Munoz, to approve the first reading of the following policies (Attachment I):

Policy #1100	- Communication
Policy #1110	- Media

Yeas: Unanimous by all Members present.

MOTION CARRIED

21. PUBLIC SESSION (8:08 PM)

There were no concerns or comments from the public at this time.

22. NEW BUSINESS

1. Mr. Wolcott extended holiday wishes to the community and the board.
2. The board will meet to celebrate the holidays on December 12th at Sophia's. No business will be conducted.
3. The policy committee will meet on November 28th continuing the 2000 series.
4. *The Nerd*, a drama presented by Dayton students this past weekend, was fantastic and enjoyed by all in attendance.
5. Our next board meeting on December 5th will be held in the IMC at JDHS.

6. The students at Gaudineer will be presenting the Little Mermaid on December 16th & 17th at Dayton's Halsey Hall.
7. Lots of great prizes and fun at Dayton's Bulldog Auction, which was sold out again this year.
8. Caldwell School had a great day for the Fall Festival, which was enjoyed by all.

23. ADJOURNMENT

Moved by Mrs. Cornelison, seconded by Mr. Donner, to adjourn the regular meeting at 8:24 PM.

Yeas: Unanimous by all Members present.

MOTION CARRIED

Upcoming Meetings:

- 1 Regular Meeting – December 5, 2016 at 7:30 PM in IMC at JDHS
2. Regular Meeting – December 19, 2016 at 7:30 PM in IMC at JDHS

Matthew A. Clarke
Business Administrator/Board Secretary

TRANSFERS
OCTOBER

Attachment (A)

Account Code	Description	From	To
11-000-100-563-98-11	TUITION CNTY VO TECH REGULAR		\$43,950.00
11-000-100-564-98-11	TUITION COUNTY VOC TECH SPECIA	-\$43,950.00	
11-000-230-590-07-02	SUPT OFFICE DUES		\$1,650.00
11-000-230-610-05-02	SUPERINTENDENT SUPPLIES	-\$1,650.00	
11-000-240-600-82-14	OFFICE SUPPLIES JDHS	-\$1,025.00	
11-000-262-100-95-10	OPER PLANT SERV SAL	-\$2,000.00	
11-000-262-110-46-10	SUBSTITUTE CUSTODIANS		\$2,000.00
11-000-262-420-90-03	REPAIR EQUIP.BUSINESS OFFICE		\$2,500.00
11-000-262-420-93-03	REPAIR/SERVICE/MAINT EQUIP	-\$2,500.00	
11-105-100-101-01-10	SUBSTITUTES PRE K	-\$800.00	
11-110-100-101-80-04	SUMMER WRITING K	-\$1,460.00	
11-120-100-101-80-08	SUMMER READING	-\$1,065.00	
11-130-100-101-80-04	SALARIES TEACHERS-WRITING TEAM	-\$325.00	
11-140-100-101-02-10	HS 9-12 TRANSITION		\$1,539.00
11-140-100-101-80-04	SAL WRITING TEAM 9-12	-\$2,029.00	
11-190-100-610-10-06	TEACHER SUPPLIES ART FMG		\$2,900.00
11-190-100-610-12-08	TEACH SUPPLI COMPUTER JC	-\$2,300.00	
11-190-100-610-12-14	TEACHER SUP COMPUTER		\$1,025.00
11-190-100-610-14-07	TEACHER SUPPLIES ENGLISH TLS	-\$4,000.00	
11-190-100-610-14-08	TEACHER SUPPLIES ENGLISH JC	-\$1,200.00	
11-190-100-610-19-07	TEACHER SUPPLIES MATH TLS		\$4,000.00
11-190-100-610-19-08	TEACHER SUPPLIES MATH JC		\$3,500.00
11-190-100-640-14-06	TEXTBOOKS ENGLISH FMG	-\$2,900.00	
11-215-100-106-40-11	EXTENDED SAL AIDES	-\$1,000.00	
11-401-100-100-45-06	SALARIES STUDENT ACT CLUB F		\$33,000.00
11-401-100-100-45-14	SALARIES STUDENT ACTIVITY JDHS	-\$33,000.00	

TRANSFERS
OCTOBER

Attachment (A)

Account Code	Description	From	To
12-000-400-334-91-03	PROF FEES CAPITAL OUTLAY		\$275,000.00
12-000-400-450-91-03	CAPITAL OUTLAY BUILDINGS	-\$275,000.00	
13-422-100-101-40-10	SALARIES OF TEACHERS SUMMER SC		\$4,140.00
13-422-100-106-40-10	SUMMER SCHOOL AIDES		\$1,000.00
20-250-100-610-66-11	SUPPLIES IDEA BASIC		\$10,507.49
20-250-200-300-66-11	IDEA PROF SERV BASIC	-\$8,000.00	
20-250-200-500-66-11	PROF DEVELOPMENT IDEA	-\$2,507.49	

**Springfield Public Schools
Personnel**

Attachment (B)

Last Name Certificated Staff	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Last Name Substitute/Home instructor/Volunteer	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Merlucci	Robert	Substitute Teacher	District	--	---	New	--	11/1/16-6/30/17
Ridall	Matthew	Substitute Aide	District	--	---	New	--	11/22/16-6/30/17
Last Name Non-Certificated	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Information	Effective Date
Cook	York	Asst. Swim Coach	JDHS	---	\$3,666.00	----	---	11/1/16-6/30/17
Last Name Before and After School Program/Childcare	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date

* In accordance with the Negotiated Contract between the Springfield BOE and the Springfield Education Association (July 1, 2016-June 30, 2019)
 ***** Special Salaries, Compensation and Fees 2016-2017

CONFERENCES/CONVENTIONS/WORKSHOPS 2016-2017							
LAST NAME	FIRST NAME	SCHOOL	DESCRIPTION	LOCATION	DATE	AMOUNT	BOE APPROVED
King	Kara	District	Behavioral Interventions for School Refusal	New Brunswick	12/2/2016	0.00	11/21/16
King	Kara	District	Parents and School Success	New Brunswick	11/14/2016	0.00	11/21/16
Pagani	Pat	District	Certified Casper Tech Training	NYC	1/30-2/2/2017	2,620.00	11/21/16

**Special Education Request
Related Services/OD Placements**

Attachment (D)

1. RELATED SERVICES REQUEST						
<u>Vendor</u>	<u>Related Service</u>	<u>Rate</u>	<u>Hours/days/weeks</u>	<u>Term</u>	<u>Student</u>	
Essex Regional Ed Services Commission Fairfield, NJ	Home Instruction	\$43.30/hr.	Per IEP	2016 - 17 SY		
Professional Education Services, Inc. PESI Glassboro, NJ	Home Instruction	\$30.00/hr.	Per IEP	2016 - 17 SY		
Union County Ed Services Commission Westfield, NJ	Home Instruction	\$64.00/hr reg. \$96.00/hr special	Per IEP	2016 - 17 SY		
2. OUT OF DISTRICT PLACEMENT REQUEST						
<u>School/Placement</u>	<u>Student</u>	<u>Tuition</u>	<u>Term</u>	<u>Comments</u>		
Fusion Academy Morristown, NJ	2219	1,250.00	2016 - 17 SY	Tuition		
Mt. St. Joseph Children's Center Totowa, NJ	2204	1,429.00	2014 - 15 SY	Tuition Adjustment		

WHEREAS P.L. 2015. C.63, requires the State and local community purchase nonpublic security aid program upon individual request to all students enrolled in grades Kindergarten through 12 in nonpublic schools located within the local school district. From the amount appropriated for Nonpublic Security Aid, the Commissioner of Education shall provide State aid to each school district in an amount to equal \$25 multiplied by the number of nonpublic school students within the district identified by the district on or before November 5 for security services, equipment or technology to ensure a safe and secure school environment for nonpublic school students.

WHEREAS the Union County Educational Services Commission has agreed to handle the purchasing and processing of nonpublic school security aid program, security services, equipment or technology for local public school districts for the purpose of greater cost effectiveness through joint purchasing and centralized administration,

THEREFORE, BE IT RESOLVED that the Springfield Board of Education enter into an agreement with the Union County Educational Services Commission whereby the Commission will administer a nonpublic security aid program for those eligible students attending nonpublic schools located within Springfield for the 2016-2017 school year, in accordance with A-2689/5754; and

BE IT FURTHER RESOLVED that the Springfield Board of Education pay a surcharge equal to 12% of the allocation for nonpublic school security to cover the Commission's costs for administering the program. The Commission will bill the district for services rendered throughout the 2016-2017 school year. There will be a 12% surcharge on these invoices.



AIA Document G702™ - 1992

Application and Certificate for Payment

TO OWNER: Springfield Township Board of Education
139 Mountain Avenue
Springfield, NJ 07081

PROJECT: TV Studio at Jonathan Dayton High School, 139 Mountain Avenue, Springfield, NJ 07081

APPLICATION NO: 003-Rev-I-305252
PERIOD TO: November 30, 2016

FROM: HB Communications, Inc.
60 Dodge Avenue
North Haven, CT 06473

VIA ARCHITECT: DIGroup Architecture, LLC
15 Bethany Street
New Brunswick, NJ 08901

CONTRACTOR: 60 Dodge Avenue
North Haven, CT 06473

CONTRACT FOR: Audio / Visual

CONTRACT DATE: June 10, 2016

PROJECT NOS: HB Project No. P-305252 / 1

Distribution to: OWNER

ARCHITECT:

CONTRACTOR:

FIELD:

OTHER:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. **ORIGINAL CONTRACT SUM** \$ 645,351.26

2. **NET CHANGE BY CHANGE ORDERS** \$ 0.00

3. **CONTRACT SUM TO DATE (Line 1 + 2)** \$ 645,351.26

4. **TOTAL COMPLETED & STORED TO DATE (Column G on G703)** \$ 603,490.72

5. **RETAINAGE:**

a. $\frac{5}{100}$ % of Completed Work
(Column D + E on G703) \$ 30,174.54

b. $\frac{0}{100}$ % of Stored Material
(Column F on G703) \$ 0.00

Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 30,174.54

6. **TOTAL EARNED LESS RETAINAGE** \$ 573,316.18
(Line 4 Less Line 5 Total)

7. **LESS PREVIOUS CERTIFICATES FOR PAYMENT** \$ 339,551.27
(Line 6 from prior Certificate)

8. **CURRENT PAYMENT DUE** \$ 233,764.91

9. **BALANCE TO FINISH, INCLUDING RETAINAGE** \$ 72,035.08
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 0.00	\$ 0.00
Total approved this Month	\$ 0.00	\$ 0.00
TOTALS	\$ 0.00	\$ 0.00
NET CHANGES by Change Order	\$	\$ 0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: HB Communications, Inc.

By: _____ **Date:** November 08, 2016

State of: Connecticut

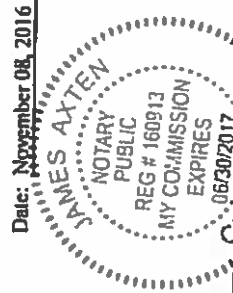
County of: New Haven

Subscribed and sworn to before

me this 8th day of November 2016

Notary Public: James Axten - 160913

My Commission expires: June 30, 2017



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 233,764.91
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: Kelli Blair **Date:** 11-14-16

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

From:

HB Communications, Inc.
60 Dodge Avenue
North Haven, CT 06473



AIA DOCUMENT G703

Customer: Springfield Township Board of Education
Project: TV Studio at Jonathan Dayton High School
139 Mountainside Avenue, Springfield, NJ 07081

Application Number: 003-305252-Rev-1
Period To: November 30, 2016
Application Date: 11/8/2016

Contract Dated: June 10, 2016

CONTINUATION SHEET

HB Project No. P-305252

A Item No.	B Description of Work	C Scheduled Value	D Previous Applications	E Work In Place	F Stored Materials	G Total (d+e+f) Completed	H % (g/c)	I Balance (c-g) To Finish	J Retainage 5%
1	Equipment	390,654.46	195,327.23	195,327.23		390,654.46	100%	0.00	19,532.72
2	Drafting	4,320.00	3,888.00	432.00		4,320.00	100%	0.00	216.00
3	Engineering	9,600.00	9,600.00			9,600.00	100%	0.00	480.00
4	Shop Assembly/Fabrication/QC	1,917.00	958.50	958.50		1,917.00	100%	0.00	95.85
5	Project Management	7,245.00	3,622.50	3,622.50		7,245.00	100%	0.00	362.25
6	Site Installation and QC	52,545.00	13,136.25	39,408.75		52,545.00	100%	0.00	2,627.25
7	G&A (General & Administrative)	11,885.00	11,290.75	594.25		11,885.00	100%	0.00	594.25
8	Performance & Payment Bond	10,822.26	10,822.26			10,822.26	100%	0.00	541.11
9	General Allowance	15,000.00	0.00			0.00	0%	15,000.00	0.00
10	Alt #001	61,590.00	58,510.50	3,079.50		61,590.00	100%	0.00	3,079.50
11	Alt #002	16,144.00	15,336.80	807.20		16,144.00	100%	0.00	807.20
12	Alt #003	12,054.00	11,451.30	602.70		12,054.00	100%	0.00	602.70
13	Alt #004	24,714.00	23,478.30	1,235.70		24,714.00	100%	0.00	1,235.70
14	TV Studio Desk Allowance	7,500.00	0.00			0.00	0%	7,500.00	0.00
15	Punch List	6,453.51	0.00			0.00	0%	6,453.51	0.00
16	Close Out	12,907.03	0.00			0.00	0%	12,907.03	0.00
	Totals	645,351.26	357,422.39	246,058.33	0.00	603,490.72	94%	41,860.54	30,174.54



PARTIAL WAIVER OF LIEN AND RELEASE OF CLAIM

KNOWN ALL MEN BY THESE PRESENTS:

WHEREAS, the undersigned has supplied labor and/or material for the construction or improvement known as: **Project Name: TV Studio at Jonathan Dayton High School, 139 Mountainside, NJ 07081, Contract Dated: June 10, 2016, HB Project No. P-305252, Reference AIA Application #003-305252-Rev-1 – November 2016**

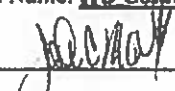
(hereinafter referred to as "Project"),

NOW THEREFORE, in consideration of and acknowledges receipt of **\$233,764.91** and other valuable consideration and when the check has been paid by the bank upon which it is drawn, the undersigned does hereby waive and release any and all liens that it might have only to the extent for which payment has been made and received (i) on or against the Project under the laws of the state in which the Project is located, (ii) against the owner of the Project and (iii) against any successor or assign thereof. This release shall extend to any right which might arise on account of labor and/or materials furnished by the undersigned and used or intended for use in the Project.

The undersigned further acknowledges that prior to this date payments in the amount of **\$24,471.30** have been received, which sum is in full payment for all labor, materials, services and related items furnished by HB Communications, Inc. in connection with the Project up to September 30, 2016.

WITNESS the due execution hereof this **8th day of November 2016.**

Firm Name: **HB Communications, Inc.**

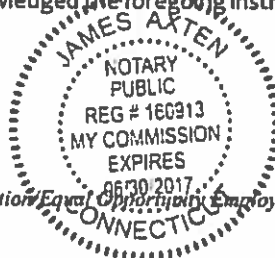
By 

Title: **CFO / Treasurer**

State of **Connecticut**
County of **New Haven**

On this **8th day of November 2016**, before me personally appeared **John C. Martin III**, to me known, and known to me to be the **CFO / Treasurer** of **HB Communications, Inc.** and he acknowledged the foregoing instrument, by him signed, to be his free act and deed and the free act and deed of said firm.

Notary Public: James Axten - 160913 
My Commission Expires: June 30, 2017



HB Communications, Inc. is an Affirmative Action/Equal Opportunity Employer

Corporate Office
60 Dodge Avenue
North Haven, CT 06473
203 234 9246

Boston Office
1432 Main Street
Waltham, MA 02451
781 890 6046

New York Office
1130 Globe Avenue
Mountainside, NJ 07092
908 654 3600

Sales & Information
800 243 4414
Customer Service
800 852 8441

hbcommunications.com

CT Lic # ELC 0200599-E1 RI Lic # T5C-5079

(91)

APPLICATION AND CERTIFICATE FOR PAYMENT
TO (OWNER) Springfield Board of Education
139 Mountain Avenue
Springfield, New Jersey 07081

PROJECT: Jonathan Dayton High School

AIA DOCUMENT G702

APPLICATION NO. 2

PAGE ONE OF 1 PAGES 2

Distribution to:
OWNER
ARCHITECT
CONTRACTOR

PERIOD 10/31/2016

PROJEC 15.449B

FROM (CONTRACTOR): Audio Visual Associates, Inc
1 Stewart Court
Demille, NJ 07834

VIA (ARCHITECT): DIGroupArchitecture
15 Bethany Street
New Brunswick, NJ 08901

CONTRACT DATE: June 2016

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

CHANGE ORDER SUMMARY			
Change Orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
		\$ -	\$ -
Approved this Month			
Number	Date Approved		
TOTALS		\$ -	\$ -
Net change by Change Orders		\$ -	\$ -

The undersigned Contractor certifies that to the best of the Contractor's knowledge information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown

CONTRACTOR: Audio Visual Associates, Inc
By: Lara Can Date: 10/31/2016

State of: NEW JERSEY County of: Morris
Subscribed and sworn to before me this 21 day of October 2016
Notary Public

Linda Lemieux
My Commission Exp
April 26, 2017
State of New Jersey

ARCHITECT'S CERTIFICATE FOR PAYMENT

data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 182,401.42

ARCHITECT:

By: Kelli Day Date: 11-3-16

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the

Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

PAGE 2 OF 2

APPLICATION NO.

APPLICATION DA: 10/31/2016

PERIOD TO: 10/31/2016

CONTRACT NO:

JOB NO: 15.1498

A		B		C		D		E		F	G	%	H	I
ITEM NO	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED NOT IN D OR E	TOTAL COMPLETED & STORED TO DATE D+E+F	% G/C	BALANCE TO FINISH C-G	RETAINAGE 5%					
			PREVIOUS APPL.	THIS PERIOD										
1	Project Coordination/Project Management	\$1,500.00	\$	\$	\$ 1,500.00	\$	100%	\$	\$ 75.00					
2	Prewire/Cabling	\$7,500.00	\$	\$	\$ 7,500.00	\$	100%	\$	\$ 375.00					
3	Structural Equipment Mounting	\$25,000.00	\$	\$	\$ 25,000.00	\$	100%	\$	\$ 1,250.00					
4	Onsite Equipment Delivery	\$122,690.00	\$	\$	\$ 122,690.00	\$	100%	\$	\$ 6,134.50					
5	Rack Build/Rack Terminations	\$53,106.00	\$	\$	\$ 53,106.00	\$	100%	\$	\$ 2,655.30					
6	Onsite Equipment Installation/Termination	\$12,500.00	\$	\$	\$ 11,000.00	\$	88%	\$ 1,500.00	\$ 550.00					
7	Onsite Programming/Testing/QC	\$10,000.00	\$	\$	\$ 9,000.00	\$	90%	\$ 1,000.00	\$ 450.00					
8	Documentation	\$1,200.00	\$	\$	\$ -	\$	0%	\$ 1,200.00	\$ -					
9	Shipping & Handling	\$5,550.00	\$	\$	\$ 5,550.00	\$	100%	\$	\$ 277.50					
10	1st Year Agreement	\$3,375.00	\$	\$	\$ -	\$	0%	\$ 3,375.00	\$ -					
11	Bonds and Insurance	\$6,810.00	\$	\$	\$ 6,810.00	\$	100%	\$	\$ 340.50					
12	General Allowance	\$15,000.00	\$	\$	\$ 13,787.00	\$	92%	\$ 1,213.00	\$ 688.35					
13	Mobilization	\$0.00	\$	\$	\$ -	\$	0%	\$ -	\$ -					
14	Supervision	\$2,500.00	\$	\$	\$ 2,500.00	\$	100%	\$	\$ 125.00					
15	Punchlist	\$ 2,750.00	\$	\$	\$ -	\$	0%	\$ 2,750.00	\$ -					
16	Closout	\$ 2,750.00	\$	\$	\$ -	\$	0%	\$ 2,750.00	\$ -					
		\$ 272,231.00	\$ -	\$	\$ 258,443.00	\$ -	24%	\$ 13,788.00	\$ 12,922.15					

(G2)

AIA Document G701™ – 2001

Change Order

PROJECT (Name and address): Technology for Media Center at Jonathan Dayton High School	CHANGE ORDER NUMBER: 001 DATE: November 1, 2016	OWNER: ☐ ARCHITECT: ☐ CONTRACTOR: ☐ FIELD: ☐ OTHER: ☐
TO CONTRACTOR (Name and address): Audio Visual Associates 1 Stewart Court Deenville, NJ 07834	ARCHITECT'S PROJECT NUMBER: 15.449B CONTRACT DATE: June 10, 2016 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

- | | |
|--|-------------|
| 1. PCO 1 dated 7/18/16: Floorbox/Connectras Additions | \$ 6,575.00 |
| 2. PCO 2 dated 8/12/16: Connectras Additional Equipment | \$ 1,835.00 |
| 3. PCO 3 dated 8/31/16: Connectras Media Center Upstairs
Additional Corner Kits | \$ 380.00 |
| 4. PCO 4 dated 10/3/16: Network Cabling/Jack Installation
Qty. 26 for AV Equipment | \$ 4,997.00 |
| 5. PCO 5 dated 10/24/16: Network/Cabling/Jack Installation/Patch
Panel Installation/Testing
Qty. 80 Additional per Drawing Set | \$21,025.00 |

Subtotal Change Order:	\$34,812.00
Less Allowance	\$15,000.00

Total Change Order:	\$19,812.00
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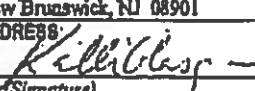
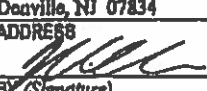
The original Contract Sum was	\$ 272,231.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 272,231.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 19,812.00
The new Contract Sum including this Change Order will be	\$ 292,043.00

The Contract Time will be unchanged by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

DKGroupArchitecture, LLC ARCHITECT (Firm name) 15 Bethany Street New Brunswick, NJ 08901 ADDRESS:  BY (Signature) Kelli Glasgow (Typed name) 11-2-2016 DATE	Audio Visual Associates CONTRACTOR (Firm name) 1 Stewart Court Deenville, NJ 07834 ADDRESS:  BY (Signature) Milan Desai (Typed name) 11-2-2016 DATE	Springfield Board of Education OWNER (Firm name) 139 Mountain Ave. Springfield, NJ 07081 ADDRESS: BY (Signature) Matthew Clarke, Business Admin./Board Secretary (Typed name) DATE
--	--	---

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User Notes:

(2003849816)

Kelli Glasgow

From: Kelli Glasgow
Sent: Monday, October 24, 2016 12:48 PM
To: wknorr@springfieldschools.com; mclarke@springfieldschools.com
Cc: Jeff Venezia
Subject: FW: Springfield request for pricing data
Attachments: Jonathan Dayton High School Media Center - Additional Network Cabling-D....pdf

Matt and Bill,

Attached is the price for running all the remaining data wires for the Media Center. They have included 5 patch panels as well. The total is \$21,025.00. This would be all the data runs in the Media Center pulled, plated and tagged, and add the patch panels. They can get this done next week, if approved.

We have a \$15,000 allowance with the Technology project and so far we have used:
\$6,575.00 for the floor boxes and wiring for 5 kiosks and podium installed by Salazar and will be completed by AVA
\$2,215.00; (\$1,835.00 + \$380.00) to extend the floor box locations for the kiosks on the upper level
\$4,997.00 for AVA to run data for equipment
\$13,787.00 Allowance used from AVA

\$1,213.00 remaining in the allowance to be used toward \$21,025.00 - 1,213.00 = \$ 19,812.00 over for AVA contract.

Let me know if you want to move forward with AVA, or look for another quote.

Kelli

From: Milan Desai [<mailto:mdesai@avaonline.com>]
Sent: Monday, October 24, 2016 12:09 PM
To: Kelli Glasgow <kglasgow@dlgrouparchitecture.com>
Cc: Scott Minafiri <sminafiri@avaonline.com>
Subject: RE: Springfield request for pricing data

Kelli,

Please see quote attached for the additional qty (80) CAT5e network cabling pulls to the appropriate locations on these drawings. AVA will also provide field punchdowns for the jacks, labelling all jacks and install face plates where required.

This quote also includes the installation of (5) CAT5 patch panels in the IT Rack and appropriate patch cabling to tie the field cabling into the patch panels and dress all cabling properly along with all rack labeling and testing of cables.

We have slotted out time to get this taken care of next week -- week of 10/31 if we have approval to move ahead by tomorrow -- Tues 10/25. Any questions, please let us know.

Thank you.

PS -- The above is in addition to the Qty 26 pulls/terminations we already received ok to proceed on for the AV cabling (Change Order 4). Thanks.



AUDIO VISUAL

ASSOCIATES

1 Stewart Court • Denville, NJ 07834 Tel: 973-442-1999 • Fax: 973-442-0888

Springfield Board of Education
139 Mountain Avenue
Springfield, NJ 07081
Attn: Mathew Clarke

July 18, 2016

Project Number: 15.449B

MEDIA CENTER FLOORBOX/CONNECTRAC ADDITIONS:

EQUIPMENT LIST: Floorbox/Connectrac Additions Media Center - Change Order 1	QTY	UNIT COST	EXTENSION
Podium Floorbox			
FSR FL-600P-4-B FL-600P Box Bottom - 4" Deep	1	\$300.00	\$300.00
FSR FL-600P-PLP-BLK-C U-Access FL-600P Cover w/ 1/4" Painted Beveled Flange - Black (Lift off door)	1	\$680.00	\$680.00
FSR FL-GRD4 4" Grade Mounting Kit	1	\$110.00	\$110.00
FSR FL-P3-Duplex - Duplex Optional Bracket	1	\$25.00	\$25.00
FSR FL-P3-Blank - Blank optional Bracket	1	\$25.00	\$25.00
Extron 60-301-40 AAP102FB: Two-Gang AAP Mounting Frame for Floor Boxes	4	\$100.00	\$400.00
Extron 70-103-11 2 space AAP: One XLR 3pin Female to Solder Cup - Neutrik	1	\$35.00	\$35.00
Extron 70-1051-12 2 space AAP: Two XTP DTP24 Punch Down Jacks Black	3	\$85.00	\$255.00
Extron 70-491-16 1 space AAP: Two RJ-45 Female to Punch Down for CAT6 - Leviton Black	4	\$75.00	\$300.00
Extron 70-090-11 1 space AAP: Blank Plate - Single Black	4	\$15.00	\$60.00
Qty (3) Kiosk Floor Box			
FSR FL-200-4 FL-200 box bottom - 4" deep	3	\$115.00	\$345.00
FSR FL-200-PLP-BLK-C U-Access FL-200 cover w/ 1/4" Painted Beveled Flange - Black (Lift off door)	3	\$300.00	\$900.00
FSR FL-GRD200 2" Grade Mounting Kit for FL-200 Floor Box	3	\$90.00	\$270.00
Qty (2) Kiosk Floor Rack			
Connectrac IN-098-AL 96" Segment: 96" Wireway and Transition Ramps, Top Cap Finish: "AL" (Clear Anodized Aluminum),	2	\$495.00	\$990.00
Connectrac Part #: IN-EC End Transition Ramps *Moisture Resistant MDF and molded ABS plastic	2	\$40.00	\$80.00
Connectrac PS-I-288 20amp duplex Receptacle; 288" Infeed	2	\$390.00	\$780.00
Connectrac Part #: AC-WT-BK (Black) Transition Adapter *Used to Transition cabling at beginning or end of wireway *Snaps into wireway bottom rack	2	\$35.00	\$70.00
Connectrac AC-RIB-1 Rough In Box	2	\$25.00	\$50.00



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Connectrac STANDARD TELECOM KIT - The single duplex device incorporates a four-unit modular telecom opening. Each device comes with two angled TC-UM03-BK modules from Hubbell that accommodate up to four keystone-sized connectors. These modules also accommodate keystone-sized connectors from a variety of other manufacturers. INCLUDED MODULES: • (2) TC-UM03-BK 1.5 unit 1-port angled modules • (1) TC-BM01-BK .5 unit blank module • (4) TC-BM02-BK 1.0 unit blank module These modules are included with each single duplex	2	\$20.00	\$40.00
Connectrac Part #: TKIT-VD1 OPTIONAL VOICE/DATA KIT INCLUDES: (4) TC-KS01-BK Cat6 voice/data jacks	2	\$55.00	\$110.00
Estimated 2 Day Shipping & Handling	1	\$750.00	\$750.00
**EXPEDITED 2 DAY DROPSHIP REQUESTED. Actual S&H TO BE CHARGED TO FINAL CHANGE ORDER 1 AMOUNT UPON INVOICING - DROP SHIP 2 DAY: JONATHAN DAYTON HIGH SCHOOL, ATTN: ENERGY SOLUTIONS/MEDIA CENTER, 139 MOUNTAIN AVENUE, SPRINGFIELD, NJ 07081			
**Equipment supplied onsite by AVA, to be installed by GC/EC per client direction			
TOTAL EQUIPMENT COST (Actual Expedited 2 day S&H Costs to be Added to Final Invoice)			\$6,575.00

Terms: Progress Payment Per Project Payment Schedule

Tax Exemption Certificate must be provided upon contract commencement

Equipment to be expedited 2 day dropship to site

CC Card payments will incur a 3% administration fee

ASSUMPTIONS

- All sources must be available at time of installation.
- That the ceiling is a drop tile ceiling or otherwise noted.
- Customer will provide electrical, Network/Telephony services as directed by AVA.
- AVA will also need to coordinate direct or indirectly with the electricians for all electrical wiring requirements.

NOT INCLUDED:

- Any millwork
- Any electrical, Network, or Telephony work
- Any ceiling repair
- Wall Blocking

SCHEDULE AND MEETINGS

We are confident that we can provide our input in a timely manner consistent with your needs. We will work with you to establish the schedule for completion of our work within the requirements of the overall design schedule. We understand that the design phases of the project will begin upon your approval and at that point the schedule for completion of the project will be worked out.

"Typical" installations work on the following rough schedule: 2 weeks for design and engineering, 3-4 weeks for equipment procurement, 1-2 weeks for shop labor, 1-2 weeks for on-site installation, *(Consecutive workdays on location required)*, and 1 week for field engineering and user training. This is a total of 6-8 weeks from the receipt of your written approval to proceed and is dependent on you completing the facility requirements after completion of the design and before our on-site installation. In certain circumstances, our ability to perform an installation might depend upon the work to be performed by others contracted by your company, i.e. carpenter, electrician.

To minimize delays, we encourage you to advise us of any specialized project needs, i.e. special handling, shipping requirements, installation completion preference, scheduling conflicts, etc. If installation date/s have been scheduled,



**AUDIO VISUAL
ASSOCIATES**

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If for whatever reason the customer needs to reschedule for whatever reason a minimum of 24 hours notice will be required. Failure to do so will result in a \$750.00 per occurrence charge. Note: *Some installations may be completed on a more accelerated schedule, depending upon the scope of the project and level of integration required.*

The majority of project management meetings will take place via phone to save you travel expenses. However, we will have one on-site visit after installation by an AVA technician to go over the entire system and make certain all elements are done to the specifications listed in the proposal.

RESTOCKING FEES

Items must be returned within 30 days from shipment. A 25% restocking fee will apply on all returned items. Opened product must be returned undamaged, include all packing materials, and be in saleable condition. Receipt of the product(s) in poor condition may render the product(s) unacceptable and will be returned back to the customer. It should be noted that a 25% cancellation fee will be assessed for all non-stock items ordered and shipped to AVA as a direct result of a customer order, i.e. signed quote, purchase order, etc. Note: Custom pieces are not returnable by the manufacturers and therefore are not refundable.

Products and or services other than what are listed herein are not included in this proposal and will be considered additional should they be requested. Thank you for considering Audio Visual Associates, if you have any questions, please don't hesitate to contact me.

Sincerely,



Milan Desai
973-442-1999 Ex1702

A signature below, and purchase order (if applicable referencing this proposal) constitutes the following:

- Full agreement of all listed prices, terms and conditions.
- All above listed prices, equipment specifications and configurations are hereby accepted.
- All pricing and availability is valid for a period of 30 days from the date of this proposal.

Signature: _____

Date: _____

Print: _____



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AUDIO VISUAL
ASSOCIATES

1 Stewart Court • Denville, NJ 07834 Tel: 973-442-1999 • Fax: 973-442-0888

Springfield Board of Education
139 Mountain Avenue
Springfield, NJ 07081
Attn: Mathew Clarke

Aug 12, 2016

Project Number: 15.449B

MEDIA CENTER – CONNECTRAC ADDITIONAL EQUIPMENT CHANGE ORDER 2:

EQUIPMENT LIST: Floorbox/Connectrac Additions Media Center - Change Order 2	QTY	UNIT COST	EXTENSION
Qty (2) Kiosk Floor Track			
Connectrac IN-096-AL 96" Segment: 96" Wireway and Transition Ramps, Top Cap Finish: "AL" (Clear Anodized Aluminum) (**One Kiosk location is 18ft away from wall -- Two additional 96" segments are needed)	2	\$495.00	\$990.00
Connectrac AC-WT-SV - Wall Adapter - Silver	2	\$35.00	\$70.00
Connectrac PS-I-480 20amp duplex Receptacle, 480' Infeed (**One Kiosk location is 18ft away from wall - (1) 40' Infeed is required for power)	1	\$525.00	\$525.00
Estimated 2 Day Shipping & Handling	1	\$250.00	\$250.00
**EXPEDITED 2 DAY DROPSHIP REQUESTED. Actual S&H TO BE CHARGED TO FINAL CHANGE ORDER 1 AMOUNT UPON INVOICING - DROP SHIP 2 DAY: JONATHAN DAYTON HIGH SCHOOL, ATTN: ENERGY SOLUTIONS/MEDIA CENTER, 139 MOUNTAIN AVENUE, SPRINGFIELD, NJ 07081			
**Equipment supplied onsite by AVA, to be installed by GC/EC per client direction			
TOTAL EQUIPMENT COST (Actual Expedited 2 day S&H Costs to be Added to Final Invoice)			\$1,835.00

Terms: Progress Payment Per Project Payment Schedule
Tax Exemption Certificate must be provided upon contract commencement
Expedite Equipment Order 2 day dropship onsite
CC Card payments will incur a 3% administration fee

ASSUMPTIONS

- All sources must be available at time of installation.
- That the ceiling is a drop tile ceiling or otherwise noted.
- Customer will provide electrical, Network/Telephony services as directed by AVA.
- AVA will also need to coordinate direct or indirectly with the electricians for all electrical wiring requirements.

NOT INCLUDED:

- Any millwork



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- Any electrical, Network, or Telephony work
- Any ceiling repair
- Wall Blocking

SCHEDULE AND MEETINGS

We are confident that we can provide our input in a timely manner consistent with your needs. We will work with you to establish the schedule for completion of our work within the requirements of the overall design schedule. We understand that the design phases of the project will begin upon your approval and at that point the schedule for completion of the project will be worked out.

"Typical" installations work on the following rough schedule: 2 weeks for design and engineering, 3-4 weeks for equipment procurement, 1-2 weeks for shop labor, 1-2 weeks for on-site installation, (*Consecutive workdays on location required*), and 1 week for field engineering and user training. This is a total of 8-8 weeks from the receipt of your written approval to proceed and is dependent on you completing the facility requirements after completion of the design and before our on-site installation. In certain circumstances, our ability to perform an installation might depend upon the work to be performed by others contracted by your company, i.e. carpenter, electrician.

To minimize delays, we encourage you to advise us of any specialized project needs, i.e. special handling, shipping requirements, installation completion preference, scheduling conflicts, etc. If installation date/s have been scheduled, if for whatever reason the customer needs to reschedule for whatever reason a minimum of 24 hours notice will be required. Failure to do so will result in a \$750.00 per occurrence charge. *Note: Some installations may be completed on a more accelerated schedule, depending upon the scope of the project and level of integration required.*

The majority of project management meetings will take place via phone to save you travel expenses. However, we will have one on-site visit after installation by an AVA technician to go over the entire system and make certain all elements are done to the specifications listed in the proposal.

RESTOCKING FEES

Items must be returned within 30 days from shipment. A 25% restocking fee will apply on all returned items. Opened product must be returned undamaged, include all packing materials, and be in saleable condition. Receipt of the product(s) in poor condition may render the product(s) unacceptable and will be returned back to the customer. It should be noted that a 25% cancellation fee will be assessed for all non-stock items ordered and shipped to AVA as a direct result of a customer order, i.e. signed quote, purchase order, etc. *Note: Custom pieces are not returnable by the manufacturers and therefore are not refundable.*

Products and or services other than what are listed herein are not included in this proposal and will be considered additional should they be requested. Thank you for considering Audio Visual Associates, if you have any questions, please don't hesitate to contact me.

Sincerely,



Milan Desai
973-442-1999 Ex2702

A signature below, and purchase order (if applicable referencing this proposal) constitutes the following:

- Full agreement of all listed prices, terms and conditions.
- All above listed prices, equipment specifications and configurations are hereby accepted.
- All pricing and availability is valid for a period of 30 days from the date of this proposal.

Signature: _____

Date: _____

Print: _____



Tel: 973-442-1999 • www.audiovisual.com • Fax: 973-442-0888



1 Stewart Court • Denville, NJ 07834 Tel: 973-442-1999 • Fax: 973-442-0888

Springfield Board of Education
139 Mountain Avenue
Springfield, NJ 07081
Attn: Mathew Clarke

Aug 31, 2016

Project Number: 15.449B

**MEDIA CENTER – CONNECTRAC UPSTAIRS ADDITIONAL CORNER KITS -
CHANGE ORDER 3:**

EQUIPMENT LIST: Connectrac Addition - Change Order 3	QTY	UNIT COST	EXTENSION
For Upstairs			
Connectrac IN-C90-AL (Aluminum) 90degree corner kit - precut wireway components/adds 40" to existing system	2	\$165.00	\$330.00
Estimated Ground Shipping & Handling	1	\$50.00	\$50.00
**EXPEDITED 2 DAY DROPSHIP REQUESTED. Actual S&H TO BE CHARGED TO FINAL CHANGE ORDER 3 AMOUNT. UPON INVOICING - DROP SHIP 2 DAY: JONATHAN DAYTON HIGH SCHOOL, ATTN: ENERGY SOLUTIONS/MEDIA CENTER, 139 MOUNTAIN AVENUE, SPRINGFIELD, NJ 07081			
**Equipment supplied onsite by AVA, to be installed by GC/EC per client direction			
TOTAL EQUIPMENT COST (Actual Expedited 2 day S&H Costs to be Added to Final Invoice)			\$380.00

Terms: Progress Payment Per Project Payment Schedule

Tax Exemption Certificate must be provided upon contract commencement

Equipment Order ground dropship onsite

CC Card payments will incur a 3% administration fee

ASSUMPTIONS

- All sources must be available at time of installation.
- That the ceiling is a drop tile ceiling or otherwise noted.
- Customer will provide electrical, Network/Telephony services as directed by AVA.
- AVA will also need to coordinate direct or indirectly with the electricians for all electrical wiring requirements.

NOT INCLUDED:

- Any millwork
- Any electrical, Network, or Telephony work
- Any ceiling repair
- Wall Blocking



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SCHEDULE AND MEETINGS

We are confident that we can provide our input in a timely manner consistent with your needs. We will work with you to establish the schedule for completion of our work within the requirements of the overall design schedule. We understand that the design phases of the project will begin upon your approval and at that point the schedule for completion of the project will be worked out.

"Typical" installations work on the following rough schedule: 2 weeks for design and engineering, 3-4 weeks for equipment procurement, 1-2 weeks for shop labor, 1-2 weeks for on-site installation, (*Consecutive workdays on location required*), and 1 week for field engineering and user training. This is a total of 8-8 weeks from the receipt of your written approval to proceed and is dependent on you completing the facility requirements after completion of the design and before our on-site installation. In certain circumstances, our ability to perform an installation might depend upon the work to be performed by others contracted by your company, i.e. carpenter, electrician.

To minimize delays, we encourage you to advise us of any specialized project needs, i.e. special handling, shipping requirements, installation completion preference, scheduling conflicts, etc. If installation date/s have been scheduled, if for whatever reason the customer needs to reschedule for whatever reason a minimum of 24 hours notice will be required. Failure to do so will result in a \$750.00 per occurrence charge. Note: *Some installations may be completed on a more accelerated schedule, depending upon the scope of the project and level of integration required.*

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Sincerely,



Milan Desai
973-442-1999 Ex2702

A signature below, and purchase order (if applicable referencing this proposal) constitutes the following:

- Full agreement of all listed prices, terms and conditions.
- All above listed prices, equipment specifications and configurations are hereby accepted.
- All pricing and availability is valid for a period of 30 days from the date of this proposal.

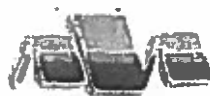
Signature: _____

Date: _____

Print: _____



Tel: 973-442-1999 • www.audiovisual.com • Fax: 973-442-1888



**AUDIO VISUAL
ASSOCIATES**

1 Stewart Court • Denville, NJ 07834 Tel: 973-442-1999 • Fax: 973-442-0888

Springfield Board of Education
139 Mountain Avenue
Springfield, NJ 07081
Attn: Mathew Clarke

Oct 3, 2016

Project Number: 15.449B

**MEDIA CENTER – NETWORK CABLING/DATA JACK INSTALLATION – CHANGE
ORDER 4:**

EQUIPMENT LIST: Jonathan Dayton Media Center - Change Order 4 - Data Installation	QTY	UNIT COST	EXTENSION
Network Equipment			
All Equipment to be Provided & Installed in Media Center Server Room by Jonathan Dayton HS staff	1	\$0.00	\$0.00
Cabling Hardware			
48 Cat6 Jacks	26	\$3.25	\$84.50
Punchdown Faceplates	26	\$2.00	\$52.00
26 Patch Cords to patch in all equipment in the Media Center Server Room	26	\$4.25	\$110.50
Prevailing Wage Labor to Pull, Terminate and Test all CAT6 cables/punchdowns/faceplates	1	\$3,800.00	\$3,800.00
CAT6PLE01 Plenum Cat6 Cable	4	\$250.00	\$1,000.00
Estimate Shipping & Handling	1	\$150.00	\$150.00
Scope of Work: AVA to run CAT6 cabling to from media center server room next to AV equipment rack location to individual field locations as required including all terminations and patch cords into designated server room patch panels. Data Locations (26 total): Podium (3 Data) (5) Kiosk Locations (10 Data) AV Rack Location (4 Data) Video Wall Location (None) Transparent Display Location (2 Data) (2) Mediascape (4 Data) EnoBoard (1 Data) Below Touch Panel (2 Data) All patch panels and network equipment to be provided by client. Direct Pathways need to be available from Server Room to individual locations for above quoted labor. Any discrepancies will be brought to client's attention and handled through change orders accordingly.			
CHANGE ORDER 4 - TOTAL EQUIPMENT AND SERVICES COST (ALL INCLUSIVE)			\$4,997.00

Terms: Progress Payment Per Project Payment Schedule
Tax Exemption Certificate must be provided upon contract commencement
Equipment Order ground dropship onsite



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CC Card payments will incur a 3% administration fee

ASSUMPTIONS

- All sources must be available at time of installation.
- That the ceiling is a drop tile ceiling or otherwise noted.
- Customer will provide electrical, Network/Telephony services as directed by AVA.
- AVA will also need to coordinate direct or indirectly with the electricians for all electrical wiring requirements.

NOT INCLUDED:

- Any millwork
- Any electrical, Network, or Telephony work
- Any ceiling repair
- Wall Blocking

SCHEDULE AND MEETINGS

We are confident that we can provide our input in a timely manner consistent with your needs. We will work with you to establish the schedule for completion of our work within the requirements of the overall design schedule. We understand that the design phases of the project will begin upon your approval and at that point the schedule for completion of the project will be worked out.

"Typical" installations work on the following rough schedule: 2 weeks for design and engineering, 3-4 weeks for equipment procurement, 1-2 weeks for shop labor, 1-2 weeks for on-site installation, (*Consecutive workdays on location required*), and 1 week for field engineering and user training. This is a total of 6-8 weeks from the receipt of your written approval to proceed and is dependent on you completing the facility requirements after completion of the design and before our on-site installation. In certain circumstances, our ability to perform an installation might depend upon the work to be performed by others contracted by your company, i.e. carpenter, electrician.

To minimize delays, we encourage you to advise us of any specialized project needs, i.e. special handling, shipping requirements, installation completion preference, scheduling conflicts, etc. If installation date/s have been scheduled, if for whatever reason the customer needs to reschedule for whatever reason a minimum of 24 hours notice will be required. Failure to do so will result in a \$750.00 per occurrence charge. *Note: Some installations may be completed on a more accelerated schedule, depending upon the scope of the project and level of integration required.*

The majority of project management meetings will take place via phone to save you travel expenses. However, we will have one on-site visit after installation by an AVA technician to go over the entire system and make certain all elements are done to the specifications listed in the proposal.

RESTOCKING FEES

Items must be returned within 30 days from shipment. A 25% restocking fee will apply on all returned items. Opened product must be returned undamaged, include all packing materials, and be in saleable condition. Receipt of the product(s) in poor condition may render the product(s) unacceptable and will be returned back to the customer. It should be noted that a 25% cancellation fee will be assessed for all non-stock items ordered and shipped to AVA as a direct result of a customer order, i.e. signed quote, purchase order, etc. *Note: Custom pieces are not returnable by the manufacturers and therefore are not refundable.*

Products and or services other than what are listed herein are not included in this proposal and will be considered additional should they be requested. Thank you for considering Audio Visual Associates, if you have any questions, please don't hesitate to contact me.

Sincerely,



Milan Desai
973-442-1999 Ex2702

A signature below, and purchase order (if applicable referencing this proposal) constitutes the following:

- Full agreement of all listed prices, terms and conditions.



Tel: 973 442 1999 • www.audiovisual.com • Fax: 973 442 0908

- All above listed prices, equipment specifications and configurations are hereby accepted.
- All pricing and availability is valid for a period of 30 days from the date of this proposal.

Signature: _____

Date: _____

Print: _____



AUDIO VISUAL
ASSOCIATES

Tel: 073 447 1000 • www.audiovisual.com.au • Fax: 073 447 0888



AUDIO VISUAL ASSOCIATES

1 Stewart Court • Denville, NJ 07834 Tel: 973-442-1999 • Fax: 973-442-0888

Springfield Board of Education
139 Mountain Avenue
Springfield, NJ 07081
Attn: Mathew Clarke

Oct 24, 2016

Project Number: 15.449B

MEDIA CENTER – ADDITIONAL QTY (80) NETWORK CABLING/DATA JACK INSTALLATION – CHANGE ORDER 5:

EQUIPMENT LIST: Jonathan Dayton Media Center - Change Order 5 - Additional Networking Cables Installation	QTY	UNIT COST	EXTENSION
Scope of Work			
Request for Qty 80 Additional Cat5e data pulls/punchdowns through new media center facility & patch panel installation for 106 total additional pulls per email and drawing layout on Thurs 10/20 from Kelli Glasgow. AVA to provide prevailing wage based labor for all CAT5e wire pulls, terminations, punchdowns and labeling in field along with the installation of (5) CAT5 patch panels at IT Rack location and all cable dress and labeling at rack location. Direct Pathways need to be available from Server Room to individual locations for above quoted labor. Any discrepancies will be brought to client's attention and handled through change orders accordingly.	1	\$0.00	\$0.00
Cabling Hardware			
CAT6 RJ45 UTP KEYSTONE JACK - BLUE 110/KRONE IDC punchdown; TIA-606 Product # :29316	80	\$3.25	\$260.00
C2G 12FT CAT6 SNAGLESS UNSHIELDED (UTP) ETHERNET NETWORK PATCH CABLE - BLUE Product # :03978 Patch Cords to patch in all equipment in the Media Center Server Room	80	\$4.50	\$360.00
Prevailing Wage Labor to Pull, Label, Terminate and Test all CAT5E cables/punchdowns/faceplates	1	\$14,800.00	\$14,800.00
CAT5PLE01 Plenum Cat5e Cable	13	\$225.00	\$2,925.00
24 Port CAT5 Patch Panel	5	\$100.00	\$500.00
Prevailing Wage Labor to Install Patch Panels & Dress Cables at IT Rack Location including all labeling	1	\$1,480.00	\$1,480.00
Estimate Shipping & Handling	1	\$700.00	\$700.00
CHANGE ORDER 5 TOTAL EQUIPMENT AND SERVICES COST (BEFORE NJ TAX*)			\$21,025.00



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Terms: Progress Payment Per Project Payment Schedule
Tax Exemption Certificate must be provided upon contract commencement
Equipment Order ground dropship onsite, Installation lead time typically within one week of signoff/PO receipt
CC Card payments will incur a 3% administration fee

ASSUMPTIONS

- All sources must be available at time of installation.
- That the ceiling is a drop tile ceiling or otherwise noted.
- Customer will provide electrical, Network/Telephony services as directed by AVA.
- AVA will also need to coordinate direct or indirectly with the electricians for all electrical wiring requirements.

NOT INCLUDED:

- Any millwork
- Any electrical, Network, or Telephony work
- Any ceiling repair
- Wall Blocking

SCHEDULE AND MEETINGS

We are confident that we can provide our input in a timely manner consistent with your needs. We will work with you to establish the schedule for completion of our work within the requirements of the overall design schedule. We understand that the design phases of the project will begin upon your approval and at that point the schedule for completion of the project will be worked out.

"Typical" installations work on the following rough schedule: 2 weeks for design and engineering, 3-4 weeks for equipment procurement, 1-2 weeks for shop labor, 1-2 weeks for on-site installation, (*Consecutive workdays on location required*), and 1 week for field engineering and user training. This is a total of 6-8 weeks from the receipt of your written approval to proceed and is dependent on you completing the facility requirements after completion of the design and before our on-site installation. In certain circumstances, our ability to perform an installation might depend upon the work to be performed by others contracted by your company, i.e. carpenter, electrician.

To minimize delays, we encourage you to advise us of any specialized project needs, i.e. special handling, shipping requirements, installation completion preference, scheduling conflicts, etc. If installation date/s have been scheduled, if for whatever reason the customer needs to reschedule for whatever reason a minimum of 24 hours notice will be required. Failure to do so will result in a \$750.00 per occurrence charge. *Note: Some installations may be completed on a more accelerated schedule, depending upon the scope of the project and level of integration required.*

The majority of project management meetings will take place via phone to save you travel expenses. However, we will have one on-site visit after installation by an AVA technician to go over the entire system and make certain all elements are done to the specifications listed in the proposal.

RESTOCKING FEES

Items must be returned within 30 days from shipment. A 25% restocking fee will apply on all returned items. Opened product must be returned undamaged, include all packing materials, and be in saleable condition. Receipt of the product(s) in poor condition may render the product(s) unacceptable and will be returned back to the customer. It should be noted that a 25% cancellation fee will be assessed for all non-stock items ordered and shipped to AVA as a direct result of a customer order, i.e. signed quote, purchase order, etc. *Note: Custom pieces are not returnable by the manufacturers and therefore are not refundable.*

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Sincerely,



Tel: 072 442 1000 • www.audiovis.com • Fax: 072 442 0800

Milan Desai
973-442-1999 Ex2702

A signature below, and purchase order (if applicable referencing this proposal) constitutes the following:

- Full agreement of all listed prices, terms and conditions.
- All above listed prices, equipment specifications and configurations are hereby accepted.
- All pricing and availability is valid for a period of 30 days from the date of this proposal.

Signature: _____

Date: _____

Print: _____



AUDIO VISUAL
ASSOCIATES

Tel: 973.447.1000 • 24-hour surveillance room • Fax: 973.447.1888

(G3)



1 Stewart Court • Denville, NJ 07834 Tel: 973-442-1999 • Fax: 973-442-0888

Springfield Board of Education
139 Mountain Avenue
Springfield, NJ 07081
Attn: Mathew Clarke

Nov 7, 2016

Project Number: 15.449B

MEDIA CENTER – ADDITIONAL FIBER & IT RACK/EQUIPMENT INSTALLATION
- CHANGE ORDER 6:

EQUIPMENT LIST: Jonathan Dayton Media Center - Change Order 6 - Fiber Cable Pulls/Additional IT Rack/Equipment Installation	QTY	UNIT COST	EXTENSION
Fiber Cabling			
6 strand OM3 Armored Fiber Aqua (Not to Exceed 250ft)	1	\$650.00	\$650.00
LC Unicam Ends	12	\$20.00	\$240.00
1U Fiber Termination Shelf	2	\$285.00	\$570.00
6 Port Fiber Couplers	2	\$95.00	\$190.00
6ft LC/LC OM3 Fiber Patch Cord	2	\$65.00	\$130.00
Labor To Run, Terminate & Test Fiber	8	\$125.00	\$1,000.00
Racking & Hardware			
Tripplite 18U Communications Enclosure w/ Key	1	\$685.00	\$685.00
Tripplite 2U SM1000 UPS	1	\$650.00	\$650.00
Cisco Catalyst 3650 48 Port Data 4X1G Uplink Lan Base	2	\$4,400.00	\$8,800.00
CCW US Only NBD 8X5 1Year Smartnet Catalyst 3650 48Port POE 2X10G UP	2	\$680.00	\$1,360.00
1000BSX SFP Transceiver Module MMF 850NM DOM	2	\$450.00	\$900.00
2U Horizontal Wire Management	4	\$95.00	\$380.00
Labor to Mount Rack to the wall in storage room & assemble	4	\$125.00	\$500.00



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Miscellaneous Installation Materials	1	\$125.00	\$125.00
Estimate Shipping & Handling	1	\$800.00	\$800.00
CHANGE ORDER 6 TOTAL EQUIPMENT AND SERVICES COST (BEFORE NJ TAX*)			\$16,980.00

Terms: Progress Payment Per Project Payment Schedule

Tax Exemption Certificate must be provided upon contract commencement

Equipment Order ground dropship onsite, Installation lead time typically within one week of signoff/PO receipt

CC Card payments will incur a 3% administration fee

ASSUMPTIONS

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- Any electrical, Network, or Telephony work
- Any ceiling repair
- Wall Blocking

SCHEDULE AND MEETINGS

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Tel: 973-442-1999 • www.avaonline.com • Fax: 973-442-0888

Sincerely,



Milan Desai
973-442-1999 Ex2702

A signature below, and purchase order (if applicable referencing this proposal) constitutes the following:

- Full agreement of all listed prices, terms and conditions.
- All above listed prices, equipment specifications and configurations are hereby accepted.
- All pricing and availability is valid for a period of 30 days from the date of this proposal.

Signature: _____ Date: _____

Print: _____



AUDIO VISUAL
ASSOCIATES

Tel: 973-442-1999 • www.avaonline.com • Fax: 973-442-0888

PAYMENT APPLICATION

Page 1

TO: Springfield BOE
138 Mountain Avenue
Springfield, NJ 07081
Attn:

FROM: Salazar & Associates, Inc.
625 Highway Ave., Suite 1A
Union, NJ 070833337

FOR: Jonathan Dayton HS Media Center Renovations

PROJECT NAME AND LOCATION: Jonathan Dayton HS Media Center Renovations
138 Mountain Avenue
Springfield, NJ 07081

ARCHITECT: DI Group Architecture
15 Bethany Street
New Brunswick, NJ 08901

APPLICATION # PERIOD THRU: 10
10/28/2016

PROJECT #: OWNER ☐ ARCHITECT ☐ CONTRACTOR ☐

DATE OF CONTRACT: 12/08/2015

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below. Continuation Page is attached.

1. CONTRACT AMOUNT	\$1,323,500.00
2. SUM OF ALL CHANGE ORDERS	\$0.00
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)	\$1,323,500.00
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)	\$1,228,172.69
5. RETAINAGE:	
a. 5.00% of Completed Work (Columns D + E on Continuation Page)	\$61,308.63
b. 0.00% of Material Stored (Column F on Continuation Page)	\$0.00
Total Retainage (Line 5a + 5b or Column I on Continuation Page)	\$61,308.63
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$1,164,844.06
7. LESS PREVIOUS PAYMENT APPLICATIONS	\$1,103,549.06
8. PAYMENT DUE	\$61,315.00
9. BALANCE TO COMPLETION (Line 3 minus Line 6)	\$158,635.94

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$0.00	\$0.00
Total approved this month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES	\$0.00	\$0.00

PAYMENT APPLICATION

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: Salazar & Associates, Inc.

By:  Data: 11/03/2016

State of: New Jersey

County of: Union

Subscribed and sworn to before me this 3rd day of November 2016

Notary Public: ANDRE D. SALAZAR

NOTARY PUBLIC OF NEW JERSEY

My Commission Expires: ID # 2428629

11/03/2016

ARCHITECT'S CERTIFICATION

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

CERTIFIED AMOUNT \$61,315.00

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

ARCHITECT: Kelli Olay

By: Kelli Olay Date: 11-8-16

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

Quantum Software Solutions, Inc. Document

CONTINUATION PAGE

Page 2 of 11

PROJECT: Jonathan Dayton HS Media Center Renovations APPLICATION #: 10 DATE OF APPLICATION: 10/29/2016 PERIOD THRU: 10/29/2016 PROJECT #:									
A	B	C	D		E	F	G	H	I
			COMPLETED PREVIOUS PERIODS	AMOUNT THIS PERIOD					
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT				STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
1.00	GENERAL REQUIREMENTS								
1.01	General Conditions & Supervision	\$149,282.00	\$131,378.96	\$7,464.60		\$0.00	\$138,841.56	\$10,450.44	
1.02	Bond & Insurance	\$50,980.00	\$50,980.00	\$0.00		\$0.00	\$50,980.00	\$0.00	
1.03	Submittals	\$3,186.00	\$3,186.00	\$0.00		\$0.00	\$3,186.00	\$0.00	
1.04	Mobilization	\$6,372.00	\$6,372.00	\$0.00		\$0.00	\$6,372.00	\$0.00	
2.00	DEMOLITION								
2.01	Selective Demolition	\$32,720.00	\$32,720.00	\$0.00		\$0.00	\$32,720.00	\$0.00	
3.00	EXCAVATION & CONCRETE								
3.01	Wheelchair Lift Reinforced Concrete Base and Walls (material)	\$2,500.00	\$2,500.00	\$0.00		\$0.00	\$2,500.00	\$0.00	
3.02	Wheelchair Lift Reinforced Concrete Base and Walls (labor)	\$12,500.00	\$12,500.00	\$0.00		\$0.00	\$12,500.00	\$0.00	
3.03	Reinforced Steps (material)	\$1,200.00	\$1,200.00	\$0.00		\$0.00	\$1,200.00	\$0.00	
3.04	Reinforced Steps (labor)	\$6,300.00	\$6,300.00	\$0.00		\$0.00	\$6,300.00	\$0.00	
4.00	MASONRY								
4.01	8" CMU Walls (material)	\$1,200.00	\$1,200.00	\$0.00		\$0.00	\$1,200.00	\$0.00	
4.02	8" CMU Walls (labor)	\$8,400.00	\$8,400.00	\$0.00		\$0.00	\$8,400.00	\$0.00	
4.03	8" CMU Openings Block Up (material)	\$200.00	\$200.00	\$0.00		\$0.00	\$200.00	\$0.00	
	SUB-TOTALS	\$274,850.00	\$256,834.96	\$7,464.60		\$0.00	\$264,399.56	\$10,450.44	

CONTINUATION PAGE

Quantum Software Solutions, Inc. Document

CONTINUATION PAGE

Page 3 of 11

PROJECT: Jonathan Dayton HS
 Media Center Renovations
 APPLICATION #: 10
 DATE OF APPLICATION: 10/29/2016
 PERIOD THRU: 10/29/2016
 PROJECT #s:

Payment Application containing Contractor's signature is attached.

A	B	C	D		E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK		AMOUNT THIS PERIOD	STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS							
4.04	8" CMU Openings Block Up (labor)	\$2,000.00	\$2,000.00		\$0.00	\$0.00	\$2,000.00	100%	\$0.00	
4.05	Brick Infills at Exterior Louvers (material)	\$400.00	\$400.00		\$0.00	\$0.00	\$400.00	100%	\$0.00	
4.06	Brick Infills at Exterior Louvers (labor)	\$1,000.00	\$1,000.00		\$0.00	\$0.00	\$1,000.00	100%	\$0.00	
5.00	DRYWALL ASSEMBLIES									
5.01	Light Gauge Framing (material)	\$2,765.00	\$2,765.00		\$0.00	\$0.00	\$2,765.00	100%	\$0.00	
5.02	Light Gauge Framing (labor)	\$12,000.00	\$12,000.00		\$0.00	\$0.00	\$12,000.00	100%	\$0.00	
5.03	Gypsum Wall Board (material)	\$3,874.00	\$3,874.00		\$0.00	\$0.00	\$3,874.00	100%	\$0.00	
5.04	Gypsum Wall Board (labor)	\$29,000.00	\$29,000.00		\$0.00	\$0.00	\$29,000.00	100%	\$0.00	
5.05	Gypsum Board Ceilings / Soffits (material)	\$620.00	\$620.00		\$0.00	\$0.00	\$620.00	100%	\$0.00	
5.06	Gypsum Board Ceilings / Soffits (labor)	\$7,000.00	\$7,000.00		\$0.00	\$0.00	\$7,000.00	100%	\$0.00	
6.00	THERMAL & MOISTURE PROTECTION									
6.01	Sound Attenuation Blankets / Fiberglass Insulation (material)	\$1,650.00	\$1,650.00		\$0.00	\$0.00	\$1,650.00	100%	\$0.00	
6.02	Sound Attenuation Blankets / Fiberglass Insulation (labor)	\$5,000.00	\$5,000.00		\$0.00	\$0.00	\$5,000.00	100%	\$0.00	
6.03	Roof Membrane Patch Ups and Flashing (material)	\$2,850.00	\$2,850.00		\$0.00	\$0.00	\$2,850.00	100%	\$0.00	
6.04	Roof Membrane Patch Ups and Flashing (labor)	\$5,000.00	\$5,000.00		\$0.00	\$0.00	\$5,000.00	100%	\$0.00	
6.05	New Roof over Mechanical Room (material)	\$3,000.00	\$3,000.00		\$0.00	\$0.00	\$3,000.00	100%	\$0.00	
	SUB-TOTALS	\$351,008.00	\$333,093.96		\$7,464.60	\$0.00	\$340,558.56	97%	\$10,450.44	

CONTINUATION PAGE

Quantum Software Solutions, Inc. Document

Page 4 of 11

PROJECT:	Jonathan Dayton HS Media Center Renovations	APPLICATION #:	10
		DATE OF APPLICATION:	10/29/2016
		PERIOD THRU:	10/29/2016
		PROJECT #s:	

Payment Application containing Contractor's signature is attached.

A	B	C	D		E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK		AMOUNT THIS PERIOD	STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS							
6.06	New Roof Over Mechanical Room (labor)	\$7,000.00	\$7,000.00		\$0.00	\$0.00	\$7,000.00	100%	\$0.00	
7.00	DOORS & WINDOWS									
7.01	Doors & Frames (material)	\$12,000.00	\$12,000.00		\$0.00	\$0.00	\$12,000.00	100%	\$0.00	
7.02	Doors & Frames (labor)	\$4,500.00	\$2,250.00		\$2,250.00	\$0.00	\$4,500.00	100%	\$0.00	
7.03	Hardware (material)	\$8,000.00	\$8,000.00		\$0.00	\$0.00	\$8,000.00	100%	\$0.00	
7.04	Hardware (labor)	\$4,500.00	\$3,800.00		\$700.00	\$0.00	\$4,500.00	100%	\$0.00	
7.05	FRP and Aluminum Doors & Frames, Inc. Glazing (material)	\$32,800.00	\$8,200.00		\$24,600.00	\$0.00	\$32,800.00	100%	\$0.00	
7.06	FRP and Aluminum Doors & Frames, Inc. Glazing (labor)	\$14,000.00	\$3,500.00		\$10,500.00	\$0.00	\$14,000.00	100%	\$0.00	
8.00	FINISHES									
8.01	Carpet Flooring (material)	\$11,340.00	\$11,340.00		\$0.00	\$0.00	\$11,340.00	100%	\$0.00	
8.02	Carpet Flooring (labor)	\$7,560.00	\$6,800.00		\$760.00	\$0.00	\$7,560.00	100%	\$0.00	
8.03	VCT Flooring (material)	\$1,260.00	\$1,260.00		\$0.00	\$0.00	\$1,260.00	100%	\$0.00	
8.04	VCT Flooring (labor)	\$600.00	\$600.00		\$0.00	\$0.00	\$600.00	100%	\$0.00	
8.05	Vinyl Base (material)	\$1,560.00	\$1,560.00		\$0.00	\$0.00	\$1,560.00	100%	\$0.00	
8.06	Vinyl Base (Labor)	\$3,200.00	\$2,500.00		\$700.00	\$0.00	\$3,200.00	100%	\$0.00	
8.07	Rubber Stair Treads (material)	\$2,385.00	\$2,385.00		\$0.00	\$0.00	\$2,385.00	100%	\$0.00	
	SUB-TOTALS	\$461,714.00	\$404,288.96		\$46,974.60	\$0.00	\$451,263.56	98%	\$10,450.44	

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PROJECT: Jonathan Dayton HS Media Center Renovations										APPLICATION #: 10 10/29/2016 10/29/2016	
Payment Application containing Contractor's signature is attached.										DATE OF APPLICATION: PERIOD THRU: PROJECT #s:	
A	B	C	D	E		F	G		H	I	
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK		AMOUNT THIS PERIOD	STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)	
8.08	Rubber Stair Treads (labor)	\$1,000.00	\$800.00		\$200.00	\$0.00	\$1,000.00	100%	\$0.00		
8.09	Rubber Flooring (material)	\$190.00	\$190.00		\$0.00	\$0.00	\$190.00	100%	\$0.00		
8.10	Rubber Flooring (labor)	\$200.00	\$200.00		\$0.00	\$0.00	\$200.00	100%	\$0.00		
8.11	Maple Finish at Seating Area (material)	\$500.00	\$500.00		\$0.00	\$0.00	\$500.00	100%	\$0.00		
8.12	Maple Finish at Seating Area (labor)	\$1,500.00	\$0.00		\$1,500.00	\$0.00	\$1,500.00	100%	\$0.00		
8.13	Acoustical Ceiling Panels and Grid (material)	\$15,890.00	\$15,890.00		\$0.00	\$0.00	\$15,890.00	100%	\$0.00		
8.14	Acoustical Ceiling Panels and Grid (labor)	\$25,000.00	\$25,000.00		\$0.00	\$0.00	\$25,000.00	100%	\$0.00		
8.15	Adhered Ceiling Tiles (material)	\$2,506.00	\$2,506.00		\$0.00	\$0.00	\$2,506.00	100%	\$0.00		
8.16	Adhered Ceiling Tiles (labor)	\$6,000.00	\$6,000.00		\$0.00	\$0.00	\$6,000.00	100%	\$0.00		
8.17	Painting on Walls (material)	\$1,000.00	\$1,000.00		\$0.00	\$0.00	\$1,000.00	100%	\$0.00		
8.18	Painting on Walls (labor)	\$8,000.00	\$7,600.00		\$400.00	\$0.00	\$8,000.00	100%	\$0.00		
8.19	Painting Underside of Deck and Exposed Ductwork (material)	\$700.00	\$700.00		\$0.00	\$0.00	\$700.00	100%	\$0.00		
8.20	Painting Underside of Deck and Exposed Ductwork (labor)	\$3,400.00	\$3,400.00		\$0.00	\$0.00	\$3,400.00	100%	\$0.00		
8.21	Plaster over Metal Lath (material)	\$3,200.00	\$3,200.00		\$0.00	\$0.00	\$3,200.00	100%	\$0.00		
8.22	Plaster Over Metal Lath (labor)	\$8,000.00	\$8,000.00		\$0.00	\$0.00	\$8,000.00	100%	\$0.00		
9.00	SPECIALTIES										
	SUB-TOTALS	\$538,800.00	\$479,274.96		\$49,074.60	\$0.00	\$528,349.56	98%	\$10,450.44		

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PROJECT: Jonathan Dayton HS Media Center Renovations
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			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD				
9.01	Casework (material)	\$19,380.00	\$19,380.00	\$0.00	\$0.00	\$19,380.00	\$0.00	
9.02	Casework (labor)	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	
9.03	Visual Display Boards (17 units) (material)	\$8,550.00	\$8,550.00	\$0.00	\$0.00	\$8,550.00	\$0.00	
9.04	Visual Display Boards (17 units) (labor)	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	
9.05	Wheelchair Lift (material)	\$25,700.00	\$25,700.00	\$0.00	\$0.00	\$25,700.00	\$0.00	
9.06	Wheelchair Lift (labor)	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	
9.07	Projector Screen [2units] (material)	\$1,840.00	\$1,840.00	\$0.00	\$0.00	\$1,840.00	\$0.00	
9.08	Projector Screen [2 units] (labor)	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	
9.09	Folding Partition (material)	\$3,200.00	\$3,200.00	\$0.00	\$0.00	\$3,200.00	\$0.00	
9.10	Folding Partition (labor)	\$2,800.00	\$2,800.00	\$0.00	\$0.00	\$2,800.00	\$0.00	
9.11	Window Treatments (material)	\$1,110.00	\$1,110.00	\$0.00	\$0.00	\$1,110.00	\$0.00	
9.12	Window Treatments (labor)	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	
9.13	Curtain and Rigging (material)	\$9,200.00	\$9,200.00	\$0.00	\$0.00	\$9,200.00	\$0.00	
9.14	Curtain and Rigging (labor)	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	
9.15	Signage (material)	\$1,000.00	\$700.00	\$300.00	\$0.00	\$1,000.00	\$0.00	
9.16	Signage (labor)	\$2,000.00	\$1,400.00	\$600.00	\$0.00	\$2,000.00	\$0.00	
SUB-TOTALS		\$836,380.00	\$575,954.96	\$48,974.60	\$0.00	\$625,928.56	\$10,450.44	

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PROJECT: Jonathan Dayton HS
 Media Center Renovations
 APPLICATION #: 10
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			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD				
10.00	PLUMBING							
10.01	Sink Replacement (material)	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	
10.02	Sink Replacement (labor)	\$3,800.00	\$3,800.00	\$0.00	\$0.00	\$3,800.00	\$0.00	
11.00	MECHANICAL							
11.01	Mechanical Demo	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	
11.02	Ductworks Supply and Installation (material)	\$28,000.00	\$28,000.00	\$0.00	\$0.00	\$28,000.00	\$0.00	
11.03	Ductworks supply and Installation (labor)	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$0.00	
11.04	Heat Exchanger (HX-1), Heating Coils and Piping (material)	\$6,400.00	\$6,400.00	\$0.00	\$0.00	\$6,400.00	\$0.00	
11.05	Heat Exchanger (HX-1), Heating Coils and Piping (labor)	\$28,000.00	\$28,000.00	\$0.00	\$0.00	\$28,000.00	\$0.00	
11.06	RTU's (3units) (material)	\$56,000.00	\$55,000.00	\$1,000.00	\$0.00	\$56,000.00	\$0.00	
11.07	RTU's (3 units) (labor)	\$9,500.00	\$8,800.00	\$700.00	\$0.00	\$9,500.00	\$0.00	
11.08	AHU/UCU) 1 unit (material)	\$16,400.00	\$16,400.00	\$0.00	\$0.00	\$16,400.00	\$0.00	
11.09	AHU/UCU [1 unit] (labor)	\$3,600.00	\$3,600.00	\$0.00	\$0.00	\$3,600.00	\$0.00	
11.10	VAV's (6 units) (material)	\$1,800.00	\$1,800.00	\$0.00	\$0.00	\$1,800.00	\$0.00	
11.11	VAV's (6 units) (labor)	\$3,600.00	\$3,600.00	\$0.00	\$0.00	\$3,600.00	\$0.00	
11.12	Unit Heater [1 unit] (material)	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	
SUB-TOTALS		\$814,980.00	\$752,854.86	\$51,674.60	\$0.00	\$804,528.56	\$10,450.44	

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PROJECT: Jonathan Dayton HS Media Center Renovations
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			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
11.13	Unit Heater (1 unit) (labor)	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100%	\$0.00	
11.14	Pumps (3 units) (material)	\$6,500.00	\$6,500.00	\$0.00	\$0.00	\$6,500.00	100%	\$0.00	
11.15	Pumps (3 unit) (labor)	\$3,600.00	\$3,600.00	\$0.00	\$0.00	\$3,600.00	100%	\$0.00	
11.16	Exhaust Fans (2 units) (material)	\$1,800.00	\$1,800.00	\$0.00	\$0.00	\$1,800.00	100%	\$0.00	
11.17	Exhaus Fans (2 units) (labor)	\$1,400.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00	100%	\$0.00	
11.18	Registers, Diffusers, and Grilles (material)	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100%	\$0.00	
11.19	Registers, Diffusers, and Grilles (labor)	\$10,750.00	\$10,750.00	\$0.00	\$0.00	\$10,750.00	100%	\$0.00	
11.20	Water Treatment (material)	\$1,400.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00	100%	\$0.00	
11.21	Water Treatment (labor)	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,000.00	
11.22	Testing and Balancing	\$5,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$5,400.00	
11.23	Controls, Including Low Loltage Wiring, Sensors, Controllers, and ELECTRICAL	\$60,000.00	\$55,000.00	\$2,000.00	\$0.00	\$57,000.00	95%	\$3,000.00	
12.00									
12.01	Electrical Demo + Temp Lights (material)	\$4,600.00	\$4,600.00	\$0.00	\$0.00	\$4,600.00	100%	\$0.00	
12.02	Electrical Demo + Temp Lights (labor)	\$800.00	\$800.00	\$0.00	\$0.00	\$800.00	100%	\$0.00	
12.03	Power (Panels + Feeders) - Rough (material)	\$6,100.00	\$8,100.00	\$0.00	\$0.00	\$6,100.00	100%	\$0.00	
12.04	Power (Panels + Feeders) - Rough (labor)	\$21,100.00	\$21,100.00	\$0.00	\$0.00	\$21,100.00	100%	\$0.00	
	SUB-TOTALS	\$946,430.00	\$871,904.96	\$53,674.60	\$0.00	\$925,578.56	98%	\$20,850.44	

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			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD				
12.05	Lighting - Rough (material)	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	
12.06	Lighting - Rough (labor)	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	
12.07	Power (Panels + Feeders) - Finish (material)	\$12,100.00	\$12,100.00	\$0.00	\$0.00	\$12,100.00	\$0.00	
12.08	Power (Panels + Feeders) - Finish (labor)	\$22,300.00	\$22,300.00	\$0.00	\$0.00	\$22,300.00	\$0.00	
12.09	Fixtures Lighting - Finish (material)	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	\$0.00	
12.10	Fixtures Lighting - Finish (labor)	\$21,500.00	\$21,500.00	\$0.00	\$0.00	\$21,500.00	\$0.00	
12.11	Clock + Sound - Rough (material)	\$300.00	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	
12.12	Clock + Sound - Rough (labor)	\$800.00	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	
12.13	Clock + Sound - Finish (material)	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	
12.14	Clock + Sound - Finish (labor)	\$800.00	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	
12.15	Fire Alarm Rough & Bungalow (material)	\$900.00	\$900.00	\$0.00	\$0.00	\$900.00	\$0.00	
12.16	Fire Alarm Rough & Bungalow (labor)	\$3,300.00	\$3,300.00	\$0.00	\$0.00	\$3,300.00	\$0.00	
12.17	Fire Alarm Finish & Bungalow (material)	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	
12.18	Fire Alarm Finish & Bungalow (labor)	\$2,400.00	\$2,400.00	\$0.00	\$0.00	\$2,400.00	\$0.00	
13.00	STRUCTURAL STEEL AND ORNAMENTAL FABRICATIONS							
13.01	Structural Steel (material)	\$3,200.00	\$3,200.00	\$0.00	\$0.00	\$3,200.00	\$0.00	
SUB-TOTALS		\$1,131,030.00	\$1,056,504.96	\$53,674.60	\$0.00	\$1,110,179.56	\$20,850.44	

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PROJECT: Jonathan Dayton HS
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			AMOUNT PREVIOUS PERIODS							
13.02	Structural Steel (labor)	\$8,000.00	\$8,000.00		\$0.00	\$0.00	\$8,000.00	100%	\$0.00	
13.03	Railings with Maple Handrail (material)	\$26,800.00	\$24,120.00		\$2,680.00	\$0.00	\$26,800.00	100%	\$0.00	
13.04	Railings w/ht Maple Handrail (labor)	\$8,700.00	\$8,730.00		\$970.00	\$0.00	\$9,700.00	100%	\$0.00	
14.05	Chain Link Fence around CU (material)	\$700.00	\$0.00		\$0.00	\$0.00	\$0.00	0%	\$700.00	
14.06	Chain Link Fence around CU (labor)	\$1,800.00	\$0.00		\$0.00	\$0.00	\$0.00	0%	\$1,800.00	
15.00	PUNCH LIST									
15.01	Punch List (material)	\$7,700.00	\$0.00		\$3,850.00	\$0.00	\$3,850.00	50%	\$3,850.00	
15.02	Punch List (labor)	\$5,535.00	\$0.00		\$2,767.50	\$0.00	\$2,767.50	50%	\$2,767.50	
15.03	Closeouts / As-Builts	\$13,235.00	\$0.00		\$0.00	\$0.00	\$0.00	0%	\$13,235.00	
16.00	ALLOWANCES									
16.01	Allowance #1: Technology Allowance	\$50,000.00	\$12,398.41		\$0.00	\$0.00	\$12,398.41	25%	\$37,603.59	
16.02	Allowance #2: General Repair Allowance	\$20,000.00	\$3,479.22		\$0.00	\$0.00	\$3,479.22	17%	\$16,520.78	
17.00	ALTERNATE #1									
17.01	Drywall & Framing (material)	\$5,940.00	\$5,940.00		\$0.00	\$0.00	\$5,940.00	100%	\$0.00	
17.02	Drywall & Framing (labor)	\$8,910.00	\$8,910.00		\$0.00	\$0.00	\$8,910.00	100%	\$0.00	
17.03	Painting (material)	\$1,110.00	\$1,110.00		\$0.00	\$0.00	\$1,110.00	100%	\$0.00	
	SUB-TOTALS	\$1,280,460.00	\$1,129,190.59	\$63,842.10		\$0.00	\$1,193,132.69	92%	\$97,327.31	

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			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
17.04	Painting (labor)	\$2,750.00	\$2,750.00	\$0.00	\$0.00	\$2,750.00	100%	\$0.00	
17.05	Lighting (material)	\$2,440.00	\$2,440.00	\$0.00	\$0.00	\$2,440.00	100%	\$0.00	
17.06	Lighting (labor)	\$6,125.00	\$6,125.00	\$0.00	\$0.00	\$6,125.00	100%	\$0.00	
17.07	Ceiling Tile (material)	\$5,440.00	\$5,440.00	\$0.00	\$0.00	\$5,440.00	100%	\$0.00	
17.08	Ceiling Tile (labor)	\$8,160.00	\$8,160.00	\$0.00	\$0.00	\$8,160.00	100%	\$0.00	
17.09	Wall Graphic (material)	\$1,900.00	\$1,900.00	\$0.00	\$0.00	\$1,900.00	100%	\$0.00	
17.10	Wall Graphic (labor)	\$600.00	\$0.00	\$600.00	\$0.00	\$600.00	100%	\$0.00	
17.11	Millwork (material)	\$2,125.00	\$2,125.00	\$0.00	\$0.00	\$2,125.00	100%	\$0.00	
17.12	Millwork (labor)	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100%	\$0.00	
	TOTALS	\$1,323,500.00	\$1,161,630.59	\$64,542.10	\$0.00	\$1,226,172.69	93%	\$97,327.31	

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SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: COMMUNICATION

The Springfield Board of Education believes that communication with the public is one of the most vital components of a total public relations program. The Board supports and promotes all such means as well further the public knowledge of its programs and services to the community.

Some of the methods by which communication shall be promoted are: school sponsored publications, electronic media, radio, television, school news releases, newspaper coverage of Board meetings, news conferences and interviews, sports and special events.

The Board will keep the community informed of the status of the schools through advertised public meetings, press releases and such other means as may be appropriate.

Board of Education meetings, PTA sponsored Open Houses, parent education meetings, school system initiated community activities such as Superintendent/Community meetings, parent-teacher conferences, and the willingness of the staff to meet with members of the community regarding school system activities, all comprise methods of promoting positive public relations.

The public information program of the Board and the district shall be directed by the Chief School Administrator, who shall arrange to keep the public informed regarding the policies, administrative operations, objectives, and successes or failures of the schools and shall provide interpretation and explanation of the schools' plans and programs.

The district's budget; its annual goals and its progress toward achievement of them; its special education plans; its basic skills improvement plan; its bilingual ESL program; pupil progress; and graduation statistics shall be communicated to the public as required by law.

The Board's meetings and records shall be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

Each year by September 30 the Chief School Administrator shall oversee the compilation of a report card of each school in the district that includes all statistical information specified by the State Department of Education and any additional information required by federal law. The report card shall be disseminated to staff and parents/guardians and made available to the media and other interested members of the school community when released by the State Department of Education.

Legal References:

N.J.S.A. 10:4-6 et seq. Open Public Meetings Act
N.J.S.A. 18A:7E-2 through -5 School report card program
N.J.S.A. 47:1A-1 et seq. Examination and copies of public records ("Open Public Records Act")
N.J.A.C. 6A:8-3.1(a)3 Curriculum and instruction
N.J.A.C. 6:8-4.3 Quality Assurance
N.J.A.C. 6:8-4.4 School-level planning
N.J.A.C. 6A:23-8.1 et seq. Budget Review and Approval
N.J.A.C. 6A:23-8.3 Commissioner to ensure achievement of CCCS
N.J.A.C. 6A:30-1.4(a)1 Evaluation process for the annual review
N.J.A.C. 6A:32-12.1 Reporting Requirements
N.J.A.C. 6A:32-12.2 School-level planning
N.J.A.C. 6:39-1.4(a) 5 and 7 Dissemination of information

Cross References:

1000/1010 Concepts and roles in community relations; goals and objectives
1120 Board of Education meetings
2232, 2232.1 Internal Administrative Communication
2240 Research, evaluation and planning
3570 District records and reports
5124 Reporting to parents/guardians
6142.1 Technology
6142.2 English as a second language; bilingual/bicultural
6142.6 Basic Skills
6171.1 Remedial Instruction
6171.3 At Risk and Title I
6171.4 Special Education
6300 Evaluation of the Instructional Program

Approved: August 28, 1989
Revised: June 30, 1997
Revised: December 20, 2004
Revised: August 20, 2007

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: MEDIA

Every effort shall be made to assist all communications media in the community to gain complete and adequate coverage of the programs, problems, planning and activities of the school system.

General releases of interest to the entire district shall be made available to all the media simultaneously. There shall be no exclusive releases, news conferences or interviews except as media representatives request information on particular programs, plans, or problems.

The Chief School Administrator or designee shall be responsible for establishing relations with news media, and providing information to each through the means found most suitable. Particularly, he/she shall ensure that the media receive all school profiles as required by the administrative code.

The Board encourages public presentation of the programs, policies and progress of the schools through electronic media, press, radio and television. Building principals shall clear proposed presentations with the Chief School Administrator. The principal shall ensure that the parents/guardians of pupils who participate in such presentations are informed.

The Chief School Administrator or designee shall devise procedures for optimum benefit from such presentations.

The Board shall make a periodic review of its relations with the news media.

Legal References:

N.J.S.A. 10:4-6 et seq. Open Public Meetings Act
N.J.S.A. 18A:10-6 Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:54-20 Powers of Board (county vocational schools)
N.J.S.A. 6:8-4.4(a)1 School profile
N.J.S.A. 47:1A-1 et seq. Examination and copies of public records ("Open Public Record Act")
N.J.A.C. 6A:30-1.2 Definitions
N.J.A.C. 6A:32-12.1 Reporting requirements
N.J.A.C. 6A:32A-12.2(a)1i School-level planning

Attachment (H)

Cross References:

1100 Communicating with the public
9020 Public statements

Adopted: August 28, 1989
Revised: August 20, 2007